

WOODRIDGE PARK DISTRICT
Regular Board Meeting
January 15, 2019



President Hohnke called the Regular Meeting of the Board of Commissioners to order at 6:30 p.m. Upon a roll of Commissioners being called, the following were present: Hohnke, Mahoney, and Venouziou. Absent: Commissioner Cohen and Commissioner Coleman. Staff present: Adams, Evans, Karesh, Knitter, Pettit, Rhodes, Ritter, Webber.

PUBLIC PARTICIPATION: None.

PRESIDENT'S REPORT

Recognition of Staff Milestone Anniversaries:

President Hohnke began his report offering congratulations to Amanda Nichols (Aquatic Supervisor) for (15) years of service and Chris Pollack (Natural Resource Manager) for (10) years of service to the Woodridge Park District.

President Hohnke continued his report stating the Athletic Recreation Center (ARC) has received the following (2) two Awards/Recognition:

- IPRA 2019 Outstanding Facility & Parks Overall Winner Award
- APWA Public Works Project of the Year/Structures Category

President Hohnke called for a Special Board Meeting/FYE2020 Budget Workshop, Saturday, April 6, 2019 @ 8 a.m.

President Hohnke mentioned that the IAPD/IPRA Conference will be held January 24-29, 2019.

President Hohnke concluded his report stating the Village of Woodridge/ State of the Village is scheduled for February 6, 2019 @ 7:30 a.m.

Executive Director Adams added on January 22, 2019 @ 6 p.m., Planning staff will host the Timber's Edge & Ide's West Park Planning Committee meeting for the neighborhood residents.

STAFF REPORTS

Finance/HR/IT

Superintendent of Finance/HR/IT Chris Webber began his report stating the payroll data for the calendar year 2018 has been reconciled and end of year end payroll reports and W2 information submitted for printing to the District's vendor. Deadline for issuance and reporting of this information is January 31st. Additional IRS reporting for 2018 is required for compliance with the Affordable Care Act. The data is currently being complied for the IRS reporting deadline of March 31, 2019. The 1095-C forms (ACA) are required to be furnished to employees by March 4, 2019 however staff will furnish once provided by PDRMA. Reporting of non-employee compensation to the District's accounts payable vendors on Form 1099 has been processed and forms will be sent to vendors by January 31st. The IRS filing deadline for 1099's is February 28th. Federal and State W4 forms and emergency contact forms have been updated for all employees per the annual schedule. Additionally, employee records were updated for new deduction amounts and tax tables updated for 2019 rates prior to the first payroll of 2019.

Webber noted for Village Greens (End of Year) staff will prepare a modified general ledger close along with a profit and loss statement for the 12 month period ended December 31, 2018. This information should be available in late February. Audited financial reports for Village Greens will continue to be prepared along with the comprehensive financial reports for the District at the close of the fiscal year, April 30, 2019.

Webber mentioned the December 2018 Financial Report is included in the Board Packet for review. Webber added this is the eighth (8th) month of the District's Fiscal Year. The budgeted expenses are still within budgetary levels as the District

is 66% through the Fiscal Year on a straight-line basis. Webber stated the District has collected and received 99.60% of the Tax Levy receipts.

Webber mentioned the District will be hosting the Annual Job Fair on two (2) separate dates this year – Saturday, January 5th from 1 – 4 p.m. at the Community Center and Thursday, March 14th at Village Greens. Webber noted (46) people showed up for the January 5th Job Fair.

Webber concluded his report stating staff has installed security camera software, given security rights to assigned employees and trained employees how to use the cameras.

Planning

2.a. Superintendent of Planning & Development Jenny Knitter began her report with an action item regarding the Golf Course Storm Sewer Engineering Services, VGCA #19-01pc.

Knitter stated in order to address the main stormwater pipe deterioration and blockage issues identified this fall by Visu-Sewer, staff requested a proposal from V3 to conduct further civil engineering analysis and recommendations.

The scope of work will include a short term (3-5 years) analysis which shall include the following:

- Analysis of the report from Visu-Sewer
- Site Visit to observe conditions of the pipes and manholes, flared end sections
- Recommendations for short term repairs/maintenance to provide full flow capacity of the pipe to alleviate persistent flooding and associated cost estimate of repairs.

The long term analysis includes the following scope:

- Preparation for opinions of probable cost for the following options
 - Full Replacement of the pipe
 - Removal of sewer and replacement with bio swale/creek

The costs for these services are defined below:

- Short term Solutions Services \$8,000
- Long Term – Pipe replacement \$3,000
- Long Term – Bio swale/Creek \$5,500

Knitter noted in order for staff to determine the best course of action related to this issue, the above steps are needed.

Staff recommended the Board accept V3 Companies proposal dated January 4, 2019, in the amount of \$16,500.00 for Golf Course Storm Sewer Engineering Services, VGCA #19-01pc.

President Hohnke asked where the funds for this project will come from. Adams noted the Village Greens Golf Course Capital Development Fund (45), however if the year-end financials for course operations result in a deficit due to the impacts of the turf disease and inclement weather resulting in decreased rounds and revenue, then the Capital Development Fund (44) will subsidize to cost for services.

MOTION by Mahoney and seconded by Venouziou to accept V3 Companies proposal dated January 4, 2019, in the amount of \$16,500.00 for Golf Course Storm Sewer Engineering Services, VGCA #19-01pc.

President Hohnke requested a roll call.

Upon a roll being called:

AYES: Hohnke, Mahoney, Venouziou

NAYS: None

Absent: Cohen, Coleman

MOTION CARRIED.

2.b. Knitter's next action item seeking Board consideration to accept the low qualified bidder and approve a contract agreement for the 2018/19 Natural Areas High Risk Tree Removal Project, MSP #18-10c-02.

Knitter stated the scope of work includes removal of dead and high risk trees along pathways and near adjacent resident homes at Lake Carleton, Boundary Hill Woods, 63rd Street, Summerhill, Seven Bridges, Westminster Parks, and Water Tower Reserve Outlot A. The specifications vary from other tree removals as each of these removals occur in natural areas and require flush cutting of stumps to remain in place.

The schedule for work is noted below:

- Board Recommendation/Contract Approval January 15, 2019
- Services Start January 21, 2019
- Substantial Completion April 26, 2019

Knitter reviewed the bid results:

<u>Contractor</u>	<u>Contract Base Bid Total</u>
Steve Piper & Sons, Inc.	\$27,930
Semper Fi Land Inc.	\$29,826
Homer Tree Service, Inc.	\$36,400
Family Landscaping & Tree Werks	\$48,195
Davey Tree Expert Co.	\$68,415

Knitter added the low apparent bidder Steve Piper & Sons, Inc., successfully performed work for the District most recently at Memorial Park.

Staff recommended the Board accept Steve Piper & Sons, Inc., as the low qualified bidder and approve a contract in the amount of \$27,930.00., based on the contract base bid.

MOTION by Mahoney and seconded by Venouziou to accept Steve Piper & Sons, Inc., as the low qualified bidder and approve a contract in the amount of \$27,930.00, which includes accepting the contract base bid for the 2018/19 Natural Areas High Risk Tree Removal Project, MSP #18-10c-02.

AYES: Hohnke, Mahoney, Venouziou

NAYS: None

Absent: Cohen, Coleman

MOTION CARRIED.

2.c. Knitter's next action item was regarding Triangle Park – Community Development Block Grant – Disaster Recovery-Modification 2 – agreement to funding amounts.

Knitter stated the Agreement that is currently in place was for the CDBG funding amount of \$400,000. This scenario of funding in this amount would have worked if the other grant funds the District received (IEPA 319 Grant) was not a federal grant. Since, it is considered a federal grant, both grant administrators were concerned about a duplication of federal benefits, therefore several coordination discussions and e-mails occurred the past three (3) months to clarify the approved funding amounts each agency was going to approve for the project. Finally, after much review and negotiation, the funding confirmation is listed below:

TOTAL PROJECT \$895,285.10

CDBG-DR Grant – CDC Staff calculated the duplication of benefits numbers based on the contract amount with V3 and also the other grant award amounts District secured for this project. The CDBG-DR grant will cover up to \$286,563.83 subsequent to deducting other grant awards and the required local share contribution of at least 25%.

- CDBG-DR Grant \$286,563.83 (federal funds not eligible for match for IEPA)
- Remaining Balance \$608,721.27

IEPA Grant - From the Remaining Balance Above, the IEPA Agreement confirms IEPA will pay 60% and the District pay 40%.

- IEPA 319 Grant \$365,232.76 (60% of remaining balance federal funding)
- Other Local Grants \$ 57,500.00 (Other local grants)
- Local Share \$185,988.51 (\$170,988.51 if the District can apply \$15,000 in staff costs to the project per IEPA Grant submittal).

Knitter stated on January 8, 2019, the CDC Executive Committee approved the Modification #2 which reflects the change from the 400,000 grant award and revises the grant amount to \$286,563.83.

Staff recommended the Board approval of Modification #2 to the Community Development Commission Agreement CDBG-DR-13, which amends the grant award from \$400,000 to \$286,563.83 based on avoiding duplication of benefits and meeting local match minimum requirements.

MOTION by Mahoney and seconded by Venouziou to approve Modification #2 to the Community Development Commission Agreement CDBG-DR-13, which amends the grant award from \$400,000 to \$286,563.83 based on avoiding duplication of benefits and meeting local match minimum requirements.

AYES: Hohnke, Mahoney, Venouziou
NAYS: None
Absent: Cohen, Coleman
MOTION CARRIED.

Fitness Court – 2019 National Fitness Campaign / Grant Consideration

Knitter continued her report stating staff is seeking Board feedback on a proposed new outdoor “Fitness Court” equipment funding opportunity. Knitter presented a short video regarding the proposed project and program.

Knitter stated the outdoor “Fitness Court” has seven (7) different exercise/fitness movements. The program via a free mobile app instructs users to complete exercise for seven (7) minutes each. Currently, only two (2) courts exist in Illinois - Belvidere and Lincoln. For 2019, ten (10) new courses are proposed for installation in Cook County including Hoffman Estates, Mt. Prospect, Broadview, and Oak Lawn, to name a few.

Knitter noted the cost of the Fitness Court purchase is \$120,000 plus installation (which is a 38' x 38' area). In 2019, National Fitness Campaign has 200 grants available in the amount of \$30,000 each (150 have been awarded to date). They require a minimum \$30,000 local share funding commitment and assist with securing local sponsors and corporate partnerships to secure the other \$60,000+ needed for the project. Other costs to consider would be additional enhancements to include but not limited to possible shade structure, port-a-john and blinders, drinking fountain, connecting walks and landscaping. The lifespan of the equipment is similar to that of play equipment of 25-30 years and the lifespan of the rubber tile safety surface is 10 years.

Knitter added staff believes this would be a nice addition to the community to encourage fitness at no cost to the user. Preliminary site selection to consider is along the pathway behind the Community Center. Before staff commits resources to further investigate and identify funding in the capital development program, staff seeks Board feedback.

Executive Director Adams added he is always looking for new programs and facilities that are free for residents to use and encourage healthy fit lifestyle opportunities.

After some discussion, the Board was in favor of staff doing more research on this concept.

Cypress Cove Filter System Renovation Project – Ph. 1, ACRP#18-07c-02

Knitter stated this project was authorized to re-bid by the Board in December and will be let on January 16, 2019. Staff will share the bid results with the Board at the February Meeting. Please note, construction for this project will begin after the 2019 pool season.

Maintenance Facility Interior Office Improvements Project, CDP #18-04c

Knitter noted this project was authorized to re-bid by the Board in December and will be let on January 16, 2019. Staff will share the bid results with the Board at the February Meeting. Please note, construction for this project will begin in October, 2019, after most seasonal staff has left.

Lake Harriet Improvement Project, Electrical Engineering Services, CA#18-09pc

Knitter stated in mid-December, staff met with Amsco Engineering to have the engineering kick off meeting and discuss the scope of services. Staff expects initial designs and estimates of probable costs later this month.

2018/19 Woody Invasive Species Removal Project, MSP#18-13c

Knitter mentioned contracts have been submitted. Work is scheduled to begin the week of January 21st.

Sled hill and Jefferson Jr. High Meeting with Contractor and Construction Team

Knitter stated on Wednesday, December 12th, staff along with School District #68 met with the contractor Earthwerks to discuss the opportunity to provide 20,000 cubic yards ("CY) of clean fill, grade, and conduct all associated clearing related to the Sled hill in Town Center as well as provide 12,000 CY of clean fill for utilization at the Jefferson Jr. High Athletic Complex Development. This work is being discussed as a project that would be zero cost to the District. This benefits the contractor by having a site in which the contractor can deliver a large amount of clean fill locally rather than pay for legal disposal costs at a landfill. The contractor is open to the idea, but the site access has to be coordinated and confirmed with the Village for the contractor to determine the project sequencing and scheduling. The Village staff is reviewing options for access.

Timbers Edge – Ides Grove West – IPRA/GameTime Playground Funding Initiative

Knitter noted on January 8th, staff submitted a funding application describing the community's playground needs and expected outcomes. She added awardees will be announced at the 2019 IAPD/IPRA Conference in Chicago at IPRA's Business Meeting at 5:00 p.m. This grant is a discount program (buy one, get one free) in which the District anticipates spending \$100,000 in play equipment and are requesting that the grant cover another \$100,000 which would total playground equipment purchase to be worth \$200,000+/- . With the proximity of Ide's Grove West to this site, this park is being master planned as one large park site which would receive all of this funding.

Knitter added the planning staff intends to pursue the funding initiative, and the request will be with the intention of developing a playground as a National Demonstration Site as a Play-On, NatureGround, and Pathway for Play Playground. The Play On guidelines focus on having a playground with specific moderate to vigorous levels of activity and include features for balancing, spinning, brachiating, sliding, climbing and swinging. Many of the District's typical playgrounds already meet these criteria. Due to the natural characteristics of the site, a NatureGround playground seemed like a great fit in which we would seek to incorporate nature and the landscape into the playground spaces. To meet the Pathways for Play criteria, the District would also need to design a playground that expands the playable area beyond the standard playground boundary's with areas of play or play-pods located along the pathway connecting the existing Ide's Grove West playground area with the new Timbers Edge park site.

Fall 2018 Tree Removal/Maintenance Work, MSP #18-14pc

Knitter mentioned the contractor has completed work on the majority of the sites with the exception of Village Greens and a large maple behind a home near Summerhill Park. This tree can be removed only when the ground is frozen or dry, as access is limited to a neighboring yard.

Timbers Edge Park – Topographic Survey Project, CA #18-08pc

Knitter noted V3 Engineering delivered the completed topo survey November 13th on schedule. Following a delay due to weather, the wetland field verification was completed and approved by Village staff in December.

Triangle Park Restoration Project, CDP#18-01c

Knitter stated brush removal work began on January 8, 2019. All tree removal work is expected to be completed by January 15th, pending weather conditions. The schedule for starting the earthwork is still on a 'wait and see' what the weather does. Ideally V3 wants the weather to be colder when they do the excavation haul off, so they can't give a definite earthwork start date yet. It could possibly be next week or it may be the week after. The silt fence along the construction entrance has been installed and after the tree clearing is complete, they can install any other needed erosion control measures.

83rd Street Park Development Project, CDP#18-03c-01

Knitter noted during December we consistently experienced above average temperatures, and as a result the contractor was able to continue to make progress on construction. As temperatures allowed the contractor was able to complete significant portions of the concrete flatwork throughout the site. To date, they have also installed nearly all of the underdrainage system. In early December the contractor completed the installation of the park shelter footing in anticipation of receiving the shelter in mid-December. Upon receipt of the shelter the contractor was able to begin erecting the structure. This work ceased just before the holidays, but resumed on January 8th. This month the contractor will continue construction of the park shelter followed by erecting the covered dugouts. All other construction activities including: site grading, concrete, utility work, masonry and landscaping will be weather dependent and may have to be delayed if we experience a prolonged period of cold weather.

Knitter added the contractor received all materials for the dugouts and shelter in December and assembly has begun,

Natural Resource Management & Landscape – Project Updates

Knitter concluded her report stating this month the District's Natural Resource Manager and Landscape Specialist have been working both independently and as a team on many projects. Staff has been working on equipment maintenance and cleaning up landscape beds as well. In January, a seasonal staff member came back for a few weeks to complete additional landscape bed clean-ups and various outstanding tree work. Staff also put together shelves in the cold storage building to better organize equipment.

Knitter mentioned, Chris Pollack, the Natural Resource Manager was recently elected as the IPRA Park & Natural Resource Management Section Treasurer.

Both Daniel Stadler and Chris Pollack attended the Illinois Arborist Association Conference in December.

Golf Course

Golf Manager Brandon Evans began his report stating despite the unseasonably warm weather we have been experiencing, Village Greens remains closed for the season. The course is wet from recent rains, and the newly germinated grass is fragile and needs time to establish.

Evans noted staff is working on tree and shrub maintenance, including stumping and chipping of brush piles.

Evans added winter equipment maintenance is ahead of schedule and there appears to be no significant repairs to course equipment at this time.

Evans concluded his report stating the league and Permanent Tee Time renewal letters will go out shortly, as well as Illinois State Scramble entry forms.

Recreation

4.a. Deputy Director/Superintendent of Recreation Don Ritter began his report with an action item regarding Facility Security Assessment Consulting Services. Ritter stated one of the District's goals for this fiscal year is to coordinate an active assailant security assessment of District facilities. The purpose of this exercise is to assess physical security measures, recommend ways to make the Park District safer and provide staff training. Paul Timm from Facility Engineering Associates (FEA), is a nationally acclaimed expert in school security and was the District's guest speaker at the recent All-Staff meeting in December. At the request of staff, FEA sent a proposal to complete a facility assessment of the ARC and the Community Center. The security assessments will evaluate security systems, products, and practices. The results of the assessment and analysis are used to develop a unique plan based on needs and priorities in a phased approach to level expenditures for improvements. The proposal also includes a staff instruction/training workshop in security and emergency preparedness. The total cost of the two facility assessments and the staff training workshop is \$4,100.00.

Staff recommended the Board accept Facility Engineering Associates, P.C.'s proposal dated December 26, 2018, in the amount of \$4,100.00 for the physical security facility assessments of the Athletic Recreation Center and Community Center, and to include security and emergency preparedness staff training.

President Hohnke asked if there will be equipment to purchase. Ritter replied that will be based on the assessment suggestions.

MOTION by Mahoney and seconded by Venouziou to accept Facility Engineering Associates, P.C.'s proposal dated December 26, 2018, in the amount of \$4,100.00 for the physical security facility assessments of the Athletic Recreation Center and Community Center, and to include security and emergency preparedness staff training.

AYES: Hohnke, Mahoney, Venouziou

NAYS: None

Absent: Cohen, Coleman

MOTION CARRIED.

Ritter deferred to Julie Rhodes to review the Recreation Annual Program Statistics Report (May 2017-April 2018). Rhodes briefly reviewed key points of the report and noted the full report is included in the Board packet.

Ritter continued his report stating staff was contacted by Meadowview School with a concern about overcrowding on one of their school buses that transport kids to the Kidz Squad program. Staff reached out to both Meadowview School personnel and School District #68 Administrative staff to discuss potential options to resolve the issue.

Ritter noted staff considered using the Park District bus to solely transport all the Kidz Squad kids, but unfortunately with the large amount of kids from Meadowview that attend the program, the District bus is too small to accommodate. Currently, staff is waiting to hear back from SD #68 to finalize details, but both sides agreed the best solution is to add another bus to the route that would transport only Kidz Squad participants to the ARC. The added bus cost to the Kidz Squad program to finish out the school year will be approximately \$6,500.00.

Ritter added one alternate option staff is investigating further is to potentially use both the SD#68 school bus in combination with the Park District bus, which is estimated to only cost \$1,500 (bus driver labor). However, this option could pose several logistical issues to include but not limited to ensuring the right kids are getting on the right bus and having a Park District backup bus driver should he/she be unable to drive on any one particular day. Further review is ongoing.

ARC

Ritter noted the ARC hosted the New Year's Challenge Shootout Travel Basketball Tournament on January 3rd & 4th. A total of twenty-five (25) teams participated in divisions ranging from 4th to 8th Grade Boys and 7th/8th Grade Girls.

Ritter added the 4th Grade Woodridge Wolverines Travel Basketball team won the Glen Ellyn New Year's Invitational that took place December 29th-January 1st.

Ritter mentioned Early Bird Registration for WSA Spring season is scheduled for January 12th, 16th, & 19th. WSA Board elections were held in December and the following positions were filled: Ken Perry/President, Al Kikilas/Secretary, and Dan Tyson/Operations Leader.

Ritter stated the ARC Ropes Course was busy with two birthday parties and an Open Ropes Course date that had twelve (12) participants. Ropes Course training was also held for staff to be re-certified and two new certified instructors were added to our team.

Ritter mentioned all three of the Active Adult trips offered in December were sold out. The Holiday Lights & Illuminations/Naperville, White Christmas Concert at Jacob Henry Mansion/Joliet, and ChristKindle Market/Naperville.

Ritter added the Oak Trace Nursing Home/Downers Grove has committed to sponsoring the Golden Years Super Bowl Party on January 31st and the Mother's Day Luncheon on May 9th at a cost of \$250.00 each. The Crafting Club had an extremely successful year in their giving to charities. Almost 3,500 items including hats, mittens, blankets, scarves, etc. were made and donated to sixteen (16) different organizations. Congratulations to the twenty-four (24) members for a job well done!

Ritter noted the annual Santa's Bedtime Stories program saw eighty-six (86) participants (last year had sixty-two (62)) families enjoyed reindeer games, cookies and milk, and Santa reading them a story.

Ritter added the Winter Wonder Camp was held at the ARC on January 2nd-4th with sixteen (16) kids participating in games, crafts and field trips.

Ritter concluded his report stating the ARC Facility Rental income for the Turf Field and Gymnasium combined brought in \$26,306 for the month of December, for a yearly total of \$110,974.

Aquatics

Julie Rhodes began her report stating the Aquatic Department is preparing for returning staff, and new hires. Returning invitations were sent out in December; the deadline for returning staff was December 31st. The return rate for the 2019 season is currently being calculated. The first employee paperwork/tax form day will be held on Friday, January 4th.

Applications for employment for Cypress Cove were made available on January 2nd online, at the ARC and at the Community Center. Interviews will begin at the end of March. Deadline for accepting applications is March 3rd.

Rhodes mentioned the 2018/19 Aquatic Budget and 2019 Fee Schedule will be presented at the March Board Meeting.

Rhodes concluded her report stating the 2019 Aquatic Guide is scheduled to be delivered beginning Friday, March 1st. In conjunction with the Aquatic Guide delivery, the Aquatic Department is working with the Marketing Department to create a marketing campaign to inform former Downers Grove and Darien Park District residents that the Cooperative Program is no longer available and that fee structures have changed to make season passes more accessible at the general rate. The marketing campaign will include a direct mail postcard to Darien and Downers Grove residents as well as surrounding nonresident areas and email blasts to former pass holder families.

Parks

Superintendent of Parks & Operations John Karesh began his report stating the 2018 Vehicle Expense and 2018 Vandalism reports are included in the Board packet.

Karesh noted that some of the vehicles & equipment listed in "poor condition" have been postponed to extend the life of the equipment and are scheduled for future replacement. Karesh reviewed higher priced vehicles & equipment previously postponed that are now recommended for replacement in accordance with the FYE2020 Capital Replacement Program.

Karesh continued his report mentioning that the vehicles and equipment are being brought in for preventive maintenance. This time of year allows for a thorough inspection and or repairs to be ready for the spring season.

Karesh noted staff is working on bringing in our concrete ring trash can lids to be sanded & painted. Staff anticipate this taking a couple of weeks to complete.

Karesh mentioned due to the mild winter thus far staff is working to remove leaves/debris in the parks. Staff has been working at Cypress Cove, Forest Glen Park and the Administration Office.

Staff will bring in Castaldo Park picnic tables in need of repair and or repainting. There are roughly forty-five (45) tables at this location and will take some time to complete the repairs.

Karesh stated preliminary work has begun for the FY2019/2020 budget process. Staff is gathering information for the budget proposal and reviewing the current budget to ensure our resources are appropriately allocated.

Karesh noted staff began work on some Maintenance Facility improvements. Space was created for the planned microwave tower & additional refrigerator. Missing floor tiles under previous soda machines were also repaired and installed.

Marketing

7.a. PR & Marketing Manager Megan Pettit began her report with an action item regarding the 2019-2020 Activity Guide Printing, Authorization to Bid. Pettit stated the PR & Marketing Department seeks to bid the printing of the 2019 Fall Activity Guide, 2020 Winter/Spring Activity Guide, 2020 Aquatics Guide and 2020 Summer Activity Guide. This bid will include two (2) types of printing style options: web printing and sheet-fed printing. Web printing is the type of printing equipment our previous printing companies have used and is commonly used for newspapers. Sheet-fed printing is higher quality and a little more expensive and is typically used for magazines and retail store catalogs. Many other park districts have moved to sheet-fed printing because of the quality since our guides are the most used marketing piece and have a longer shelf-life.

Staff requested Board Authorization to bid the 2019-2020 Activity Guide printing project.

MOTION by Mahoney and seconded by Venouziou to authorize staff to bid the 2019-2020 Activity Guide printing project.

AYES: Hohnke, Mahoney, Venouziou

NAYS: None

Absent: Cohen, Coleman

MOTION CARRIED.

Pettit stated the following information was posted on the web, in the Newspapers and on Facebook;

- Winter Break Open Gym & Turf
- ARC Winter Break Sports Camps
- Winter Wonder Camp

- Job Fair
- CORE Golf
- Youth Floor Hockey League

Pettit concluded her report stating the Marketing department is assisting the fitness manager in promoting the two (2) year anniversary / \$2 enrollment special and the new ARC Best Body Countdown program. Both have been marketed via facility signage, Reach slides, marquee, Facebook and E-newsletter. The ARC Best Body was also featured on two (2) pages in the Winter/Spring Activity Guide.

Administration

8.a. Executive Director Mike Adams stated every three (3) years, the Park District bids the portable toilet units which are used throughout District parks and facilities. This bid will also cover units needed at special events and seasonal usage.

The schedule for bidding is as follows:

- Authorization to Bid: January 15, 2019
- Bid Let: January 16, 2019
- Bid Opening: February 7, 2019
- Board Recommendation/Contract Approval: February 19, 2019
- Units Delivered to Parks: April 1, 2019

Staff requested Board authorization to bid the portable toilet units for the 2019, 2020 and 2021 years MSP 19-01c.

MOTION by Venouziou and seconded by Mahoney to authorize staff to let bids for the rental of portable toilet units for the 2019, 2020 and 2021 years MSP 19-01c.

AYES: Hohnke, Mahoney, Venouziou
 NAYS: None
 Absent: Cohen, Coleman
 MOTION CARRIED.

Safety Committee

Julie Rhodes began her report stating that the January Safety Briefs were emailed to the staff on January 2, 2019.

Rhodes concluded her report by reviewing the Accident/Incident Report for December 2018.

CONSENT AGENDA

MOTION by Mahoney, and seconded by Venouziou to approve Consent Agenda item 1 for approval of minutes and Agenda Items 2 through 14 for Vendor Payment & Payroll Ratification for a total amount of \$1,881,074.25.

1. Regular Board Meeting Minutes	December 11, 2018
2. Vendor Payment & Payroll Ratification Report (12/7/18-1/10/19).....	\$1,881,074.25
3. D & J Landscape, Inc., - 83 rd Street Park Development Project, CDP#18-03c01, Payout #1.....	\$124,081.92
4. Family Landscaping & Tree Werks, Inc.- Fall 2018 Tree Work, MSP #18-14pc, Payout #1	\$4,475.00
5. Haldeman-Homme, Inc.,-ARC Turf ¼ Divider Curtain Purchase – Payout #1 (Final).....	\$12,800.00
6. Porter, Corp.-83 rd Street Park Development, Shelter & Dugout Purchase CDP#18-03c-02, Payout #1 (Final).....	\$65,667.25
7. Reinders – 2018 Toro MDX Utility Vehicle Purchase, CRP#18-07pc, Payout #1 (Final).....	\$11,055.31
8. Reinders – 2018 Toro 3280 4WD 72” Grounds Mower Purchase, CRP\$18-08c, Payout #1 (Final).....	\$25,263.98
9. V3 Companies, Ltd., - 83 rd Street Park- Eng. Services, CA#18-07pc, Payout #4	\$933.57
10. V3 Companies, Ltd., - Timbers Edge/Ide’s West Park – Surveying Services, CA#18-08pc, Payout #3 (Final).....	\$1,000.00

11. UMB Bank, 2015B G.O. Refunding Limited Tax Bond/Principal & Interest Payment	\$381,231.25
12. UMB Bank, 2014C Debt Certificate / Principal & Interest Payment	\$316,818.75
13. UMB Bank, 2015C G.O. Debt Certificate / Interest Payment.....	\$157,293.75
14. Williams Architects – Maintenance Renovation – Arch. Services, CA#18-02pc-2, Payout #5.....	\$9,251.44

President Hohnke requested a roll call.
Upon a roll being called:

AYES: Hohnke, Mahoney, Venouziou
NAYS: None
ABSENT: Cohen, Coleman
MOTION CARRIED.

Director's Report

1.a. Executive Director Mike Adams began his report seeking Board approval of Resolution No. 19-1, A Resolution Authorizing the Destruction of Records.

Adams stated annually, staff reviews archived records to identify documents that are no longer useful and should be destroyed in accordance with the State of Illinois Regulations of the Local Records Commission. Staff submitted and obtained approval from the Illinois Local Records Commission permitting the destruction of various records.

Staff recommended the Board approve Resolution No. 19-1, A Resolution Authorizing the Disposal of Records.

MOTION by Mahoney and seconded by Venouziou to approve Resolution No. 19-1, A Resolution Authorizing the Disposal of Records.

AYES: Hohnke, Mahoney, Venouziou
NAYS: None
ABSENT: Cohen, Coleman
MOTION CARRIED.

2.a. Woodridge Athletic Association (WAA) 'Draft' Affiliate Agreement

Adams stated the Woodridge Park District and WAA have had a long standing unwritten relationship since the early 1970's to partner together to provide a comprehensive youth baseball program for the Woodridge community. WAA administers the program for approximately 600+/- youth annually and the District has provided the facilities. Past agreements between the Parties were limited to capital projects (e.g. Hobson Corner Park Storage Garage, Batting Cages & Practice Infields), but there was never an affiliate operating agreement. The Parties recognize the value each other provides to the community in administering such a large athletic program. Therefore, to protect the Parties relationship for future boards as well as seek funding assistance from WAA to offset District maintenance expenses directly related to WAA's program, the Parties recommend formalizing the partnership in writing to reflect the current practices and expectations. Adams stated a 'Draft' agreement was created by staff and is currently being reviewed by the District's attorney to be presented to WAA for their review.

Adams added included in the agreement is a Per-Player User Fee. The recommended fee is \$25/player (to be finalized per board final review). It is important to note, that the fee does not differentiate between resident or non-resident status due to the administrative burden of having to prove residency for that many participants. The fee total is based on approximately \$9/player for direct costs incurred by the District for ballfield light electric costs and portable toilets (costs WAA currently reimburses the District for annually) plus \$16/player to compensate the District for ballfield maintenance expenses incurred (labor & materials). The total Per-Player User Fee is preferred by both Parties versus separating out and billing for reimbursement for the various services provided and/or field rental fees.

Adams noted additionally, the residency percentage to maintain affiliation with the District needs to be discussed and finalized. The previous benchmark resident percentage was based on 75% residents. However, to ensure residents get the opportunity to play on any one team that percentage may not always be achieved, since there may not be enough resident kids in a specific age group to field a specific team. One reason why Woodridge Soccer Association (WSA) revised their residency requirements to strive for 75% but requires minimum 50% residents. WSA also revised their residency requirements for high school aged teams to consider residents as those residing within Woodridge Park District and High School District #99 boundaries.

After some discussion, the Board agreed in principal with the agreement between the Woodridge Park District and the WAA Association.

2.b. FYE2020 Strategic Planning Process / Budget Timeline

Adams noted the FYE2020 Strategic Planning & Budget process timeline is included in the Board packet.

2.c. Celebrate Woodridge Anniversary Planning

Adams stated the Village and Park District representatives will be meeting on a monthly basis to review and stay up-to-date on proposed anniversary happenings.

Adams noted included in the Board packet is a copy a draft letter and grant guidelines to be sent out to community organizations making them aware of a grant program to help the Village and Park District further celebrate the anniversaries. The Village and Park District will establish a combined \$15,000 grant fund. This program was used for the 2009 anniversary celebration and was helpful in furthering the celebration efforts.

2.d. Castaldo Park Parking Lot Expansion

Adams stated staff presented the idea at the previous Board meeting about investigating potential parking lot expansion opportunities to accommodate the continuous parking demand at Castaldo Park. One concept being explored is to create a pull-in parking lot off of 71st Street, where overflow parking currently happens on the grass right-of-way. Staff asked the Village for initial feedback on the concept before WPD Staff commits resources to assess the concept further. Adams reviewed the Village staff's initial concerns and comments on the proposal.

COMMITTEE REPORTS

SEASPAR- No Report.

JUBILEE – Meetings start in February.

PDRMA – Adams offered congratulations to Julie Rhodes and the Woodridge Park District staff for receiving the 2018 Loss Control Award, Level A-Accreditation.

EX-OFFICIO REPORT

1. Plan Commission – Included in Board packet.
2. Chamber of Commerce – No report.
3. Affiliated Athletic Associations – No report.

OLD BUSINESS

None.

NEW BUSINESS

None.

ADJOURNMENT

There being no further business to come before the Board, a motion to adjourn was requested. MOTION by Mahoney and seconded by Venouziou to adjourn the regular Board meeting of January 15, 2019 at 8 p.m.

ALL AYES. MOTION CARRIED.

Respectfully submitted.

A handwritten signature in black ink that reads "Jack C. Mahoney". The signature is written in a cursive style with a prominent initial "J" and a long, sweeping underline.

Jack Mahoney, Secretary